

STATE OF CALIFORNIA
DEPARTMENT OF FISH AND GAME



TRAINING AND EXPERIENCE QUESTIONNAIRE
FISH AND GAME LIEUTENANT
SPECIALIST / SUPERVISOR
EXAMINATIONS

CANDIDATE NAME:

⇒DO NOT REMOVE THIS COVER SHEET FROM BOOKLET⇐

TRAINING AND EXPERIENCE QUESTIONNAIRE INFORMATION
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Thank you for your interest in employment with the Department of Fish and Game (DFG). The DFG Lieutenant Specialist & Supervisor examinations consist solely of a Training and Experience Questionnaire.

The Training and Experience Questionnaire is designed to elicit a range of specific information regarding each candidate's education, knowledge, abilities, experiences, and potential to effectively perform the duties relative to the classification(s). Please be sure to read the instructions carefully before beginning to fill-out the application. Candidates **MUST** complete the appropriate section(s) applicable to the examination(s) for which he/she is testing. Please refer to the letter you received which indicates the examination(s) you are competing in.

The information you provide determines your rank and score on the eligible list.

NOTE: Failure to complete and return the Training and Experience Questionnaire will result in elimination from the examination(s).

Candidates that misrepresent their knowledge, education, abilities, or experience (i.e., subject to verification), will result in adverse consequences which could include the following:

- removal from the exam process;
- removal from the eligible list;
- loss of state employment; and/or,
- loss of the right to compete in any future examinations.

You cannot submit this document electronically. You must complete the questionnaire, print it, and mail it/hand deliver it. Your completed questionnaire must be postmarked on or before July 26, 2010. The questionnaire may be hand delivered/mailed to:

Department of Fish and Game
Human Resources Branch
Examination Unit
Attn: Carolyn Rendón
1416 Ninth Street, Room 1217b
Sacramento, CA 95814

If successful in the examination(s), your name will be placed on the eligibility list(s) for a period of 12 months. During this period, you may apply for openings and be considered for employment opportunities with DFG. Your training and experience questionnaire may be made available to hiring supervisors for review when vacancies occur.

If you have any questions regarding the Fish and Game Lieutenant (Specialist) or (Supervisor) examinations, please contact Carolyn Rendón at (916) 653-9766.

Good luck!!

⇒ INSTRUCTIONS TO CANDIDATES ⇐

COMPLETING EXAMINATION MATERIALS:

- Candidates competing in the **Fish and Game Lieutenant (SPECIALIST)** examination will be required to complete **pages 1 through 11**.
- Candidates competing in the **Fish and Game Lieutenant (SUPERVISOR)** examination will be required to complete **pages 1 through 16**.
- In responding to each statement you may refer to your work experience (public or private) whether paid or volunteer, formal education or formal training courses.
- Fill out the questionnaire neatly and legibly.
- Be sure your sentences are clear and understandable.
- Provide your responses on the questionnaire only. Use the space provided. **Do Not** attach a resume, additional pages, or other materials. **Do not** write on the back of pages. Attachments will not be evaluated.
- **Do Not** alter the form in any way to give yourself additional space. Altered forms or responses will not be evaluated.
- You are required to respond to every statement by providing a description of your training and experience that reflects the statement provided. If your description is not included, you will not receive a score for that item. (Maximum of 2000 characters).
- Be sure your envelope has adequate postage.
- Make a photocopy for your records.
- Return your questionnaire by **July 26, 2010**.

FACSIMILES (FAX) WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

CONDITIONS OF EMPLOYMENT

If you are successful in this examination, your name will be placed on an active employment list and certified to fill vacancies according to the conditions you specify on this form. Please notify the Department of Fish and Game promptly of any change in your address or availability for employment.

NAME: _____

PLEASE FILL IN THE TYPE OF APPOINTMENT YOU WILL ACCEPT:

PERMANENT OR TEMPORARY (A) Full-Time, Part-Time and/or Intermittent

PERMANENT (D) Full-Time Only

PLEASE FILL IN LOCATION(S) IN WHICH YOU ARE WILLING TO WORK:

(5) ANYWHERE IN THE STATE – If checked, no further selection necessary

ALAMEDA 0100	KINGS 1600	PLACER 3100	SIERRA 4600
AMADOR 0200	LAKE 1700	PLUMAS 3200	SISKIYOU 4700
ALPINE 0300	LASSEN 1800	RIVERSIDE 3300	SOLANO 4800
BUTTE 0400	LOS ANGELES 1900	SACRAMENTO 3400	SONOMA 4900
CALAVERAS 0500	MADERA 2000	SAN BENITO 3600	STANISLAUS 5000
COLUSA 0600	MARIN 2100	SAN BERNARDINO 3600	SUTTER 5100
CONTRA COSTA 0700	MARIPOSA 2200	SAN DIEGO 3700	TEHAMA 5200
DEL NORTE 0800	MENDOCINO 2300	SAN FRANCISCO 3800	TRINITY 5300
EL DORADO 0900	MERCED 2400	SAN JOAQUIN 3900	TULARE 5400
FRESNO 1000	MODOC 2500	SAN LUIS OBISPO 4000	TUOLUMNE 5500
GLENN 1100	MONO 2600	SAN MATEO 4100	VENTURA 5600
HUMBOLDT 1200	MONTEREY 2700	SANTA BARBARA 4200	YOLO 5700
IMPERIAL 1300	NAPA 2800	SANTA CLARA 4300	YUBA 5800
INYO 1400	NEVADA 2900	SANTA CRUZ 4400	
KERN 1500	ORANGE 3000	SHASTA 4500	

CHANGE OF ADDRESS

IF YOUR ADDRESS HAS CHANGED, PLEASE INDICATE YOUR NEW ADDRESS:

Address: _____ Home Phone # (____) _____

City: _____ State: _____ Apt #: _____ Zip Code: _____ Work Phone # (____) _____

STATEMENT OF UNDERSTANDING FOR CANDIDATES

Government Code Section 19680 through 19682 requires that all State civil service examinations be confidential and impartial. As a participant, I hereby certify that I will maintain the confidentiality of this examination and that all the statements I make in this application are true. I understand that my responses are subject to verification at any time; and, if I misrepresent myself (education, knowledge, abilities, and experience), this is cause for any applicable adverse consequences (e.g., removal from the exam process; removal from the certification list; loss of state employment; and/or, loss of the right to compete in any future examinations).

I understand that I am fully responsible for reading/comprehending all information and instructions provided in this supplemental application questionnaire. Further, I understand that if this questionnaire is not completed correctly, it will not be processed and therefore will result in an automatic disqualification from this examination process.

Please complete the following items after you have read the standards stated above.

CANDIDATE'S SIGNATURE _____ **DATE** _____

FISH AND GAME LIEUTENANT (SPECIALIST) COMPLETE PAGES

1 – 11 (See your letter)

FISH AND GAME LIEUTENANT (SUPERVISOR) COMPLETE PAGES

1 – 16 (See your letter)

1. Give an example of a complex investigation that you participated in or conducted.
Your response should include:
 - Steps taken to complete the investigation from start to finish
 - Your role and responsibilities
 - Primary challenges, setbacks and outcome

(Max 2000 characters)

2. Describe an example where you had to interpret and implement rules of evidence, laws of arrest, search and seizure and legal rights of citizens

(Max 2000 characters)

3. Give an example where you implemented a specific program that pertains to administering and enforcing fish, wildlife and habitat protection laws, rules and regulations. Your response should include:
- Steps taken to implement the program from start to finish
 - Your role and responsibilities
 - Primary challenges, setbacks and outcome

(Max 2000 characters)

4. Give an example where you had to implement basic principles and techniques of natural resource management. Your response should include:
- Your interaction with allied branches and different Department branches/divisions

(Max 2000 characters)

5. Describe your experience with sport and commercial fishing and hunting practices and equipment.

(Max 2000 characters)

6. Describe your experience arranging and/or tracking the collection, processing, storage and disposal of evidence.

(Max 2000 characters)

7. Describe your experience instructing others in the care and use of firearms and equipment.

(Max 2000 characters)

8. Give an example when you worked on a field assignment without close supervision and primarily on your own initiative. Your response should include:
- Steps taken to complete the field assignment from start to finish
 - Your role and responsibilities
 - Primary challenges, setbacks and outcome

(Max 2000 characters)

STOP

**THIS CONCLUDES THE EXAMINATION FOR FISH AND
GAME LIEUTENANT (SPECIALIST).**

**IF YOU ARE TAKING THE FISH AND GAME LIEUTENANT
(SUPERVISOR) EXAMINATION
PROCEED TO PAGE 12.**

9. Due to the current economic climate, staff morale is very low. Describe your experience maintaining and promoting a positive work environment.

(Max 2000 characters)

10. Describe your experience communicating with various types of people in a professionally appropriate manner, and effectively responding as the situation demands. (ie. Media press releases, sportsmen's groups, public speaking and allied agencies).

(Max 2000 characters)

11. Describe your experience promoting, a positive work environment free of discrimination and sexual harassment.

(Max 2000 characters)

12. Describe your experience leading and/or supervising the work of others. Your response should include the following:

- Number of employees led or supervised
- Length of time leading or supervising the work of others
- Level of staff led or supervised
- Diversity and complexity of projects
- Your role and responsibilities

(Max 2000 characters)

**THIS CONCLUDES THE EXAMINATION.
RESULTS WILL BE MAILED IN APPROXIMATELY
4-6 WEEKS.**